

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Command: Mariposa	Division: Central	Chapter: 5
Inspected by: Sgt. Todd Weichers		Date: 09-10-2009

Page 1 of 2

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: 4	<input type="checkbox"/> Corrective Action Plan Included N/A <input checked="" type="checkbox"/> Attachments Included
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to: 9/24/09 Central Division		
Due Date:			

Chapter Inspection:

Inspector's Comments Regarding Innovative Practices:

The Mariposa Area office services a small, sparsely populated, rural area. Recruiting efforts consist primarily of word-of-mouth, handing out applications at the office front desk, referring the interested individuals to the CHP web site, and a manned information booth at the annual Mariposa County Fair during the Labor Day weekend.

The Area Public Information Officer sets up and gives safety and recruitment presentations at the local High School.

The Mariposa Area also utilizes the Simulated Impaired Driving Experience or "SIDNE". This program is a battery powered vehicle that simulates the effects of impairment from alcohol and/or drugs on a motorist's driving skills. The program is funded through a special Grant and is performed at local area high schools, colleges and universities throughout the State. Though not specifically a "recruitment" tool, it brings to the forefront some of the duties of the California Highway Patrol, resulting in recruitment questions by interested individuals.

Command Suggestions for Statewide Improvement:

Inspector's Findings:

Though the Mariposa Area is a small rural area, it utilizes its resources well in the Area of recruitment. There have been no recent non-uniformed positions available until the retirement of the Automotive Serve Mechanic in June of 2009. The announcement of the available position and hiring process was started, resulting in multiple inquiries and interviews being conducted. A final applicant has been chosen and is currently in the process of filling out the paper work pending the background investigation. The Mariposa Area has followed proper recruiting and hiring procedures. No discrepancies or omissions were found during the inspection.

**COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT**

Page 2 of 2

Command: Mariposa	Division: Central	Chapter: 5
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Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

The Mariposa Area understands the importance of continual recruitment to find highly qualified and enthusiastic applicants both for available uniformed and non-uniformed positions. The Area will continue its efforts to reach those individuals through recruiting locally and brainstorming innovative ways to attract interested individuals.

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

None.

Required Action

Corrective Action Plan/Timeline

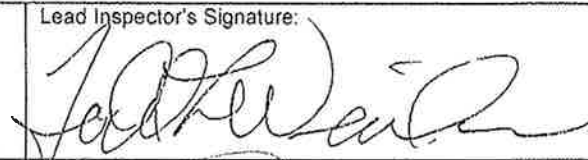
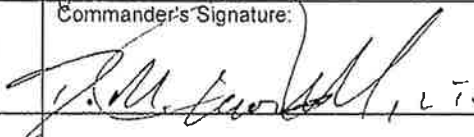
None.

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 9/24/09
	INSPECTOR'S SIGNATURE 	DATE 9.24.09
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE	DATE

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
INSPECTION CHECKLIST
Chapter 5
Command Cadet Applications

Command: Mariposa	Division: Central	Number:
Evaluated by: Sgt. Todd Weichers		Date: 09-10-2009
Assisted by:		Date:

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any discrepancies with policy, applicable legal statutes, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the Exceptions Document shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level <input type="checkbox"/> Voluntary Self-Inspection		Lead Inspector's Signature: 	
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Commander's Signature: 	Date: 9/24/09
For applicable policy, refer to: HPM 10.1			
Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation.			
Questions 1 through 8 pertain to the initial interview			
1. Does the investigator conduct an initial interview with the candidate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A Remarks: Area command inspection
2. Does the investigator explain the confidentiality of the investigation to the candidate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A Remarks: Area command inspection
3. Does the investigator require the candidate to supply any previously omitted information on the CHP 446, Personal History Statement, and make those additions in green colored ink?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A Remarks: Area command inspection
4. Does the investigator have the candidate sign and date the last page of the written explanations, on the Personal History Questionnaire (PHQ)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A Remarks: Area command inspection
5. Does the investigator review all personal data documents and complete the CHP 445B, Verified Personal Data?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A Remarks: Area command inspection
6. Does the investigator review the CHP 73H, Academy Program, with the applicant, and have the applicant sign and date the bottom of the form?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A Remarks: Area command inspection
7. Does the investigator check the corresponding boxes of each point listed in the 'Academy Assignment Information' and the 'Field Assignment Information' sections of the CHP 446S, Applicant Investigation Report, to indicate those points were discussed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A Remarks: Area command inspection
8. Does the investigator review the CHP 495, Physical Performance Testing, with the candidate, and have the candidate acknowledge the review by signing and dating the bottom of the form?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A Remarks: Area command inspection

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

Chapter 5

Command Cadet Applications

Questions 9 through 21 pertain to the background investigation.

1. Does the investigator document the investigation on the CHP 446S, Applicant Investigation Report?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Area command inspection
2. Does the investigator attempt contact with all five of the references listed on the CHP 446?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Area command inspection
3. Does the investigator conduct residence checks to account for the past seven years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Area command inspection
4. Does the investigator verify the candidate meets the minimum educational requirements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Area command inspection
5. Does the investigator attempt contact with all the candidate's employers, to account for a history of the past seven years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Area command inspection
6. Does the investigator attempt contact with all the candidate's employers for the past four years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Area command inspection
7. Does the investigator contact the police and sheriff's departments in the geographical areas where the candidate has lived and worked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Area command inspection
8. If the investigator develops information that the candidate is or has been on probation, does the investigator contact the jurisdictional court?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Area command inspection
9. If the candidate is or has been on probation, does the investigator contact the candidate's probation officer, to determine if the candidate has had any probation violations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Area command inspection
10. Does the investigator contact those creditors reporting unfavorable ratings, to determine reason(s) for the report?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Area command inspection
11. Are all issues considered derogatory in nature listed numerically in the 'Final Interview' section of the report?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Area command inspection
12. Was the report reviewed by the Division AIU Coordinator?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Area command inspection
13. Are completed files forwarded to Cadet Selection/Hiring assembled correctly, per the instructions in HPM 10.1?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Area command inspection

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

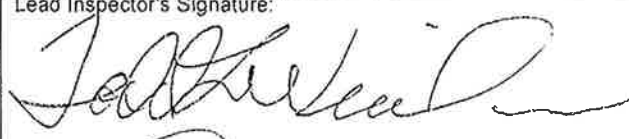
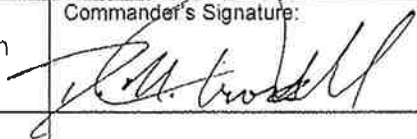
COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

Chapter 5

Command Civilian Applications - Nonsensitive Positions

Command: Mariposa	Division: Central	Number:
Evaluated by: Sgt. Todd Weichers		Date: 09-10-2009
Assisted by:		Date:

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any discrepancies with policy, applicable legal statutes, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the Exceptions Document shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level <input type="checkbox"/> Voluntary Self-Inspection		Lead Inspector's Signature: 	
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Follow-up Inspection	Commander's Signature: 
		Date: 9/24/09	
For applicable policy, refer to: HPM 10.1 and 10.3.			
Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation.			
1. Did the hiring supervisor obtain the applicant's signature on the CHP 437, Job Commitment Disclosure- Nonuniformed Applicant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A Remarks: There have been no Nonsensitive positions hired recently in the Mariposa Area.
2. Did the hiring supervisor provide the applicant with the CHP 432, Personal History Statement- Nonuniformed Applicant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A Remarks: There have been no Nonsensitive positions hired recently in the Mariposa Area
3. Did the hiring supervisor initiate DOJ and FBI background checks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A Remarks: There have been no Nonsensitive positions hired recently in the Mariposa Area
4. Did the hiring supervisor initiate a driver license inquiry of the applicant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A Remarks: There have been no Nonsensitive positions hired recently in the Mariposa Area
5. Did the hiring supervisor conduct a thorough check of present and past employers, to account for at least one year of employment history, using the CHP 433, Employment Inquiry- Nonuniformed Applicant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A Remarks: There have been no Nonsensitive positions hired recently in the Mariposa Area
6. Was the investigation expanded (commander approval required)? If yes, please provide remarks and explain if the hiring supervisor contacted at least one of the three references listed on the CHP 434, Reference Inquiry - Nonuniformed Applicant.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A Remarks: There have been no Nonsensitive positions hired recently in the Mariposa Area
7. If the investigation was expanded, did the hiring supervisor perform a residence check, to account for at least a one year history, using the CHP 436, Residence Inquiry- Nonuniformed Applicant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A Remarks: There have been no Nonsensitive positions hired recently in the Mariposa Area
8. In the final interview, was the applicant afforded the ability to review the CHP 432 and make changes as	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A Remarks: There have been no

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

Chapter 5

Command Civilian Applications - Nonsensitive Positions

necessary?				Nonsensitive positions hired recently in the Mariposa Area
9. Were derogatory findings discussed with the applicant in the final interview, and was the applicant given an opportunity to respond?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: There have been no Nonsensitive positions hired recently in the Mariposa Area
10. Did the hiring supervisor prepare a memo summarizing the results of the investigation, and make a recommendation as to whether the candidate was suitable for hire?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: There have been no Nonsensitive positions hired recently in the Mariposa Area
11. Did the commander indicate written concurrence (or lack thereof) on the memo?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: There have been no Nonsensitive positions hired recently in the Mariposa Area
12. Did the hiring supervisor make a conditional commitment to hire the applicant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: There have been no Nonsensitive positions hired recently in the Mariposa Area
13. Was the applicant provided with a form STD 910, Essential Health Functions Questionnaire?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: There have been no Nonsensitive positions hired recently in the Mariposa Area
14. Upon receipt of the approved CHP 128, Request for Personnel Action from Personnel Management Division, was the recommended investigation package submitted to Administrative Services Division?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: There have been no Nonsensitive positions hired recently in the Mariposa Area

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

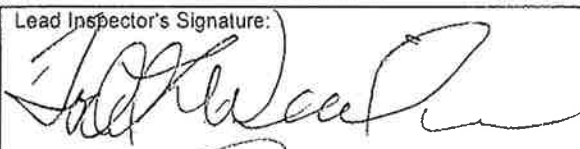
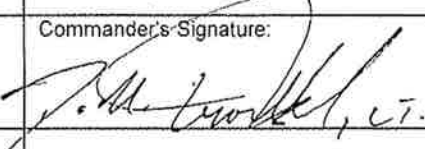
COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

Chapter 5

Command Civilian Applications - Sensitive Positions

Command: Mariposa	Division: Central	Number:
Evaluated by: Sgt. Todd Weichers		Date: 09-10-2009
Assisted by:		Date:

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any discrepancies with policy, applicable legal statutes, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the Exceptions Document shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level <input type="checkbox"/> Voluntary Self-Inspection		Lead Inspector's Signature: 	
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Commander's Signature: 	Date: 9/24/09
<input type="checkbox"/> Follow-up Inspection			
For applicable policy, refer to: HPM 10.1 and 10.3			
Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation.			
Questions 1 through 13 pertain to the requirements of the hiring command.			
1. Did the applicant read and sign the following forms: CHP 437, Job Commitment Disclosure- Nonuniformed Applicant; CHP 432, Personal History Statement- Nonuniformed Applicant; CHP 420, Applicant Drug History Questionnaire- Nonuniformed Applicant; and CHP 432B, Authorization to Release Information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks: Applicant was forwarded the forms. He is in the process of reviewing and filling them out prior to their scheduled return of October 1, 2009.
2. Did the command initiate fingerprinting of the applicant?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A Remarks: This will be performed by the background investigator.
3. Did the command initiate a driver license inquiry of the applicant?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A Remarks: This will be performed by the background investigator.
4. If the reviewed command is a field command, did command forward the CHP 432; CHP 432B; CHP 420; and STD 678, Examination and/or Employment Application, to their respective Division Applicant Investigation Unit (AIU)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A Remarks: The applicant has not yet reached this stage in the hiring process.
5. If the reviewed command is a Headquarters Command, did command forward the CHP 432, CHP 432B, CHP 420, and STD 678 to Selection Standards and Examinations Unit (SSEU)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A Remarks: Area Command inspection.
6. In the final interview, was the applicant provided an opportunity to review the CHP 432 and make changes as necessary?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A Remarks: The applicant has not yet reached this stage in the hiring process.
7. After the applicant reviewed and signed the CHP 432, did the hiring supervisor discuss any derogatory findings with the applicant and allow him/her to	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A Remarks: The applicant has not yet reached this stage in the hiring

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

Chapter 5

Command Civilian Applications - Sensitive Positions

respond?				process.
8. After the final interview, did the hiring supervisor prepare a memorandum (CHP 51WP), describing the final interview and include a recommendation as to whether the applicant is suitable for hire?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The applicant has not yet reached this stage in the hiring process.
9. Did the commander indicate concurrence, or lack thereof, in writing on the memo containing the hiring supervisor's recommendation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The applicant has not yet reached this stage in the hiring process.
10. Following background clearance and receipt of the approved CHP 128, Request for Personnel Action, was the recommended hiring package submitted to Administrative Services Division, Business Services Section (BSS), and Personnel Files Unit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: The applicant has not yet reached this stage in the hiring process.
11. If the applicant did not successfully complete the background check, did the hiring command forward the applicant investigation package to SSEU, with a request that the applicant be removed from certification?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: The hiring process had not reached this step in prior to the inspection.
12. If not hired, were notes and materials pertaining to the applicant retained for two years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: See remarks in box #10
13. If the applicant was hired, were the CHP 432, STD 610, and the Applicant Investigation Report retained for the life of employment, plus three years?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The hiring process had not reached this step in prior to the inspection.
Questions 14 through 31 pertain to the background investigation, and responsibilities of AIU.				
14. Was a CHP 446D, Authorization to Release Medical Information, completed by the applicant and a licensed physician from the Department's approved list of physicians and clinics?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: The hiring process had not reached this step in prior to the inspection.
15. Was the applicant provided with an STD 610, Health Questionnaire, and instructions for completion?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: The hiring process had not reached this step in prior to the inspection.
16. Was the requisite medical examination obtained by the applicant, and documented on the STD 610 by a licensed physician from the Department's approved list of physicians and clinics?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: The hiring process had not reached this step in prior to the inspection.
17. Was a pre-employment drug test completed by the applicant and a licensed physician from the Department's approved list of physicians and clinics?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: The hiring process had not reached this step in prior to the inspection.
18. Were all three references listed on the CHP 432 contacted, and the CHP 434, Reference Inquiry-Nonuniformed Applicant, used for those contacts?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: The hiring process had not reached this step in prior to the inspection.
19. Did the investigator indicate the names and addresses of all references contacted, and whether any derogatory information was obtained, in the 'Reference Inquiry' section of the CHP 435, Investigation Report- Nonuniformed Applicant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: The hiring process had not reached this step in prior to the inspection.
20. Were checks conducted of present and past residences, to account for at least a three-year	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: The hiring process had not reached this step in prior to

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

Chapter 5

Command Civilian Applications - Sensitive Positions

history, and the CHP 436, Residence Inquiry-Nonuniformed Applicant, used for those contacts?				the inspection.
21. Did the investigator indicate the residence address, neighbors contacted, and whether any derogatory information was obtained, in the 'Residence Inquiry' section of the CHP 435?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: The hiring process had not reached this step in prior to the inspection.
22. Was a thorough inquiry of present and past employers conducted, to account for at least a three year history, and the CHP 433, Employment Inquiry-Nonuniformed Applicant, used for those contacts?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: The hiring process had not reached this step in prior to the inspection.
23. Did the investigator indicate the employer, the person contacted, and any derogatory information obtained, under 'Employment Inquiry' of the CHP 435?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: The hiring process had not reached this step in prior to the inspection.
24. Was inquiry made with police and/or sheriff's offices in the applicant's city or county of residence or employment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: The hiring process had not reached this step in prior to the inspection.
25. Did the investigator indicate the date of the inquiry, the name of the department contacted, and the person who provided the information, in the 'Police Inquiry' section of the CHP 435?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: The hiring process had not reached this step in prior to the inspection.
26. If a credit inquiry was conducted, was the credit history report attached to the final report?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: The hiring process had not reached this step in prior to the inspection.
27. Did the investigator include a summary of derogatory information in the CHP 435?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: The hiring process had not reached this step in prior to the inspection.
28. If derogatory information was revealed, did the investigator conduct a discrepancy interview, and was the applicant given an opportunity to respond?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: The hiring process had not reached this step in prior to the inspection.
29. If a discrepancy interview was conducted, was the discussion documented in the 'Discrepancy/Investigative Interview' section of the CHP 435?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: The hiring process had not reached this step in prior to the inspection.
30. If a discrepancy interview was conducted, was indication of resolution (or lack thereof) to those issues documented in the 'Discrepancy/Investigative Interview' section of the CHP 435?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: The hiring process had not reached this step in prior to the inspection.
31. Did the investigator include a recommendation whether the applicant was suitable for employment, under 'Investigative Summary' of the CHP 435?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: The hiring process had not reached this step in prior to the inspection.


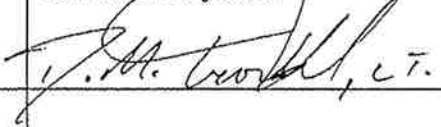
STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

Chapter 5
Command Recruitment

Command: Mariposa	Division: Central	Number:
Evaluated by: Sgt. Todd Weichers		Date: 09-10-2009
Assisted by:		Date:

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any discrepancies with policy, applicable legal statutes, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the Exceptions Document shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level <input type="checkbox"/> Voluntary Self-Inspection		Lead-Inspector's Signature: 	
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Follow-up Inspection	Commander's Signature: 
			Date: 9/24/09
For applicable policy, refer to: HPM 70.16			
Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation.			
1. Has recruitment been made a standing agenda item at every Division Area Commander's Conference?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A Remarks: Area Command inspection
2. Does Division ensure there is a location at every Area office for the public to obtain recruitment information?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A Remarks: Area Command inspection
3. Has Division developed and maintained a written recruitment plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A Remarks: Area Command inspection
4. Does the Division Recruitment Coordinator assist in obtaining necessary equipment and staff to support recruitment operations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A Remarks: Area Command inspection
5. Does Division contact the Office of Community Outreach and Recruitment (OCOR) prior to submitting supplemental commodity requisitions, to avoid duplication?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A Remarks: Area Command inspection
6. Has Division developed/conducted seminars and workshops to assist candidates in the pre-certification testing process?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A Remarks: Area Command inspection
7. Does the Division Recruitment Coordinator arrange for test sites?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A Remarks: Area Command inspection
8. Is the CHP 349, Recruitment Survey, completed by every candidate who participates in the written test, and retained at Division offices for six months following the candidates' written test dates?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A Remarks: Area Command inspection
9. Does Division summarize the survey data and route the information to OCOR by the 20 th day of the month, after the end of each quarter?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A Remarks: Area Command inspection
10. Does the Division Recruitment Coordinator ensure recruitment is included in Area training days?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A Remarks: Area Command inspection

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

COMMAND INSPECTION PROGRAM
INSPECTION CHECKLIST

Chapter 5

Command Recruitment

11. Has Division established a Cadet Candidate Mentoring Program (CCMP) and incorporated it into their Area commands?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks Area Command inspection:
12. Are volunteers solicited from within the Division to participate in the CCMP as mentors and maintained on a Division Mentor Rotation List?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks Area Command inspection:
13. Does Division ensure every mentor reads and signs the Mentor Officer Instructions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks Area Command inspection:
14. Do Division Recruiters coordinate ride-alongs for CHP cadet candidates at Areas within their Division?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Area Command inspection
15. During the past 12 months, did Division submit its initial spending plan to OCOR, by June 1st?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Area Command inspection
16. Does Division prepare and submit the requisite Recruitment Quarterly Report to OCOR?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Area Command inspection
17. Does Division submit subsequent quarterly expenditure spending plans to OCOR with each quarterly report?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Area Command inspection
18. Does Division keep an account of recruitment expenditures, and e-mail Updated Expenditure Balance Sheets to OCOR, each month by the 15 th ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks Area Command inspection:
19. Have Division recruiters submitted a summary of their monthly activities on the CHP 492, Recruiting Activity Summary, attached to their CHP 100, Officer's Evaluation/Activity Summary?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks Area Command inspection:
20. If there were employees assigned to the Division Recruitment Unit within the past 12 months, did they receive the requisite three days' training at OCOR within the first 60 days of their assignment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Area Command inspection
21. Did all Division Recruitment personnel attend the annual recruitment conference hosted by OCOR?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Area Command inspection
Questions 22 through 28 pertain solely to OCOR.				
22. Is OCOR allocating and monitoring funds to the Division level?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Area Command inspection
23. Does OCOR manage the Department's toll-free recruitment account?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Area Command inspection
24. Does OCOR ensure out-of-state candidates are mentored?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Area Command inspection
25. Does OCOR notify Division Recruitment Coordinators via e-mail, regarding upcoming critical selection process milestones?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Area Command inspection
26. Does OCOR arrange and conduct recruitment meetings and training?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Area Command inspection
27. Does OCOR coordinate the completion and review of CHP 349 forms to determine effectiveness of recruitment methods?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Area Command inspection
28. Is OCOR maintaining and updating the Department's recruitment website?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Area Command inspection

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

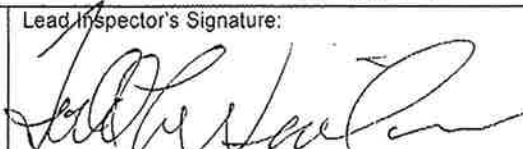
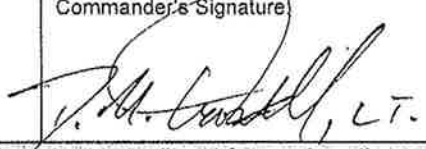
COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

Chapter 5

Command Recruitment and Applications

Command: Mariposa	Division: Central	Number:
Evaluated by: Sgt. Todd Weichers		Date: 09-10-2009
Assisted by:		Date:

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any discrepancies with policy, applicable legal statutes, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the Exceptions Document shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level <input type="checkbox"/> Voluntary Self-Inspection		Lead Inspector's Signature: 	
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Commander's Signature: 	Date: 9/24/09
Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation.			
1. What was the Division's total budget for Recruitment for the year?		N/A	
2. Did the Division operate within the limitations of the spending plans attached to its Recruitment Quarterly Reports?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Remarks: Area Command inspection
3. Did the Division operate within the parameters of their annual Recruitment Plan?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Remarks: Area Command inspection
4. How much of the Division's Recruitment total budget for the year was spent on advertisement?		In Dollars: N/A	Percentage:
5. Has the Division's recruitment program been tailored, so that funds and effort are expended only on those efforts proven to be most effective? Regardless of answer, please provide remarks.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Remarks: Area Command inspection
6. Does the Division's demographic breakdown of total applicants reflect that of the residents in their geographic area?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Remarks: Area Command inspection
7. Does the Division's demographic breakdown of successful candidates reflect that of the residents in their geographic area?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Remarks: Area Command inspection
8. Have steps been taken to help applicants overcome difficulty with specific portions of the application process? Regardless of answer, please provide remarks.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Remarks: Area Command inspection
9. Upon review of the total number of investigators versus total investigations completed, was the workload for each investigator appropriate?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Remarks: Area Command inspection
10. Were non-investigation hours expenditures within reasonable limits?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Remarks: Area Command inspection